

# Memo

To: Burlingame City Council  
From: Kurt Hassler, City Administrator  
Date: July 22, 2005  
Re: 2005 Goal Updates

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## Proposed Motion

The following is a list of the goals set by the council for 2006 and the progress made to date. Even though this is not 2006 we are being to work on those items that we can. Several have money budgeted to assist in the 2006 budget.

1. Promote commercial growth.

City staff has continued to work with the Economic Development Committee established by the Chamber of Commerce. The Committee has set up five working committees to address specific problems identified in the community. I will keep the council updated on the activities of this committee and bring recommendations from the committee to the council when appropriate.

The council has approved \$3,000 to pay for a study to be conducted by Associated Wholesale Grocers. This study will begin around August 1<sup>st</sup> and should be completed by the end of August. I will forward a copy to the council upon receipt of the study. This will give us the information we need in pursuing a new grocery store. The Committee believes this should be the top priority. Once this happens it should open the door for more development.

2. Promote residential growth.

The city has completed condemnation proceedings on the old railroad property. The original idea was to use this land for residential development. Staff has developed plans and preliminary cost estimates for extending

streets and utilities into this area. I am working with the Economic Development Committee on a different proposal. All this information should be ready for the council to consider in the next couple of months. In the meantime staff is working on a cost estimate to level the site. This should be ready for the council at the August 15<sup>th</sup> meeting.

3. Reduce noise downtown at night (COMPLETED).

The Police Department has been patrolling the downtown area heavily at night. We have not received any additional complaints and I hope this issue has been addressed. It will be a continual effort on the Police Department's behalf to monitor this, but we don't recommend any ordinance changes at this time. I will consider this issue complete unless the council has other issue related to this that have not been addressed.

4. Development of railroad property (2006).

The City has completed condemnation proceedings on the old railroad property and are getting cost estimates for the August 15<sup>th</sup> meeting to clear the site. Once the site has been cleared crews can begin developing the site as per direction of the council.

5. Improve existing roads.

We are still working on putting a 20 year plan together. This was put on hold due to reorganization of the public works department and putting together the 2006 budget. Now that both of these tasks are complete, I will begin working with David Punches to finalize this plan.

6. Master plan for pool (COMPLETED).

The master plan for the pool is complete. Staff will work with the pool committee to secure funding for the new pool. Most of the money for the new pool will need to come from grants and donations due to no city funds in the 2006 budget for a new pool.

7. Clean-up properties around town.

Staff is continuing to work with the Economic Development Committee. Several notices have been issued for junk vehicles and we are getting good compliance with the notices.

8. Plan for sidewalk repairs and expansion (2005).

The council set the guidelines for a new sidewalk repair and expansion program at the May 2, 2005 council meeting. The City Administrator will

divide the city into districts for construction projects. Information will be presented to the council at a future meeting regarding better cost estimates, timelines, and proposed districts. Once the council has approved the plan it will be advertised and put into action by the staff.

9. Reduce front office staff (COMPLETED).

Cheryl will be retiring effective July 29<sup>th</sup>. We have already shift her job duties to other existing staff. We won't need to replace her. This task is complete.

10. Rehabilitate or rebuild buildings in the downtown area.

We are currently working through the nuisance ordinance on two buildings in the downtown area and a third will be added shortly. Staff will also continue to work with the Economic Development Committee to develop an overall plan for the downtown area and bring the plan to the council for consideration.

11. Create 5 year plans for each department (2005).

This item has been put on hold until the budget was completed. The City Administrator and Chief of Police will finish up the Police Department plan and then begin working on other departments.

12. Develop better plan for investing idle funds (2005).

Now that the 2006 budget is complete I will be meeting with representatives from the Bank to investigate other ways to invest our money. I think we can get a slight increase in the return on our investments. We should have this completed by the end of August.

13. Upgrade existing sewer system.

Staff will begin working on setting up equipment to be used to seal several manholes with truck bed liner. We hope to have the equipment and process set up by the end of October. We will test the process on five to ten manholes and then inspect them in the spring to see how the process works. If it works as we expect we can perform more manhole rehabilitation projects in the Spring of 2006.

14. Acquire land for development.

Staff is continuing to work with a sub-committee of the Economic Development Committee to identify potential sites for commercial and

residential development. I hope to have a series of recommendations from the Committee by September with cost estimates for each recommendation.

15. Create vehicle replacement schedule (2005).

Staff has inventoried all the vehicles currently owned by the City. We will begin to estimate the remaining useful life of each vehicle so that money can be budgeted annually to ensure the replacement of vehicles on a timely basis to minimize maintenance costs to the City. We hope to have a schedule ready by the end of 2005 for review and approval by the City Council.

16. Develop better cooperation with school.

The City Administrator has continued to work with Don Blome on several issue involving both the school and the city.

17. Upgrade existing electrical system.

Staff is working on a CIP that will include repairs to the existing electrical distribution and production systems. We will make plans to upgrade existing lines over the next 20 years in the program. We hope to have the plan completed by the end of 2005. We recently completed a project along US 56 Hwy to 181<sup>st</sup>. This will help with some voltage problems we have been having in this circuit.

18. Upgrade existing gas system.

No work has been done on this item since the last update. Staff is working on a CIP that will include repairs to the existing gas distribution system. We will make plans to upgrade existing lines over the next 20 years in the program. We hope to have the plan completed by the end of 2005.

19. Create capital improvement program (2005).

No work has been done on this item since the last update. Staff is working on the CIP which will include all improvements including building, streets and all utilities for the next 20 years. The plan will be updated each year and adjustments made in accordance with community needs and council goals.

20. Update zoning code to include subdivision regulations (2005).

No work has been done on this item since the last update. The City Administrator will begin working with the Planning and Zoning Commission on a set of subdivision regulations. The goal is to have a set of subdivision

regulations approved by the Planning and Zoning Commission and ready for City Council approval by the end of the year.

21. Upgrade existing water system.

Staff has been working with the engineers to send out the Phase 1 plans for bid. This should be accomplished by August 1<sup>st</sup> with bids to be awarded by the end of October, 2005. Staff has prepared the preliminary plans for the Phase 2 project.

Staff is working on a CIP that will include repairs to the existing water distribution system. We will make plans to upgrade existing lines over the next 20 years in the program. We hope to have the plan completed by the end of 2005.

22. Pave existing gravel roads.

This item will be included with item number 5 above.

23. Create a development policy (COMPLETED).

This item is complete.

24. Do a better job of marketing community college.

The City Administrator has been working with one of the sub-committees with the Economic Development Committee to develop more information on the City's web site regarding the community college. The City Administrator has also been working with school representatives regarding improvements to the school area.

25. Expand electrical system.

No work has been done on this item since the last update. We will expand the system as the need arises. We are currently making plans for extensions into Fast Subdivision Number 2 and the railroad property.

26. Expand gas system.

No work has been done on this item since the last update. Staff will begin putting together maps showing areas of the surrounding community that are not serviced by natural gas lines. We will then determine areas that could be expanded into easily and determine what the return on our investment would be. We will also look at the overall system to ensure we have the capabilities to expand where necessary in the future. Staff has been working on plans for an extension of the lines in Fast Subdivision Number 2.

27. Expand sewer system.

No work has been done on this item since the last update. Staff will begin surveying areas not currently services by sanitary sewer to determine the feasibility of extending services into those areas. We will then determine the cost effectiveness of expanding the system. Staff has been working on plans for an extension of the lines in Fast Subdivision Number 2.

28. Expand water system.

No work has been done on this item since the last update. Staff will begin identifying areas not currently services by City water and determine the feasibility and cost effectiveness of expanding the service in these areas.

29. Master plan for Jones Park (COMPLETED).

The council has approved a master plan for Jones Park. The plan will be reviewed annually by staff and recommendations will be presented to the council for consideration.

30. Master plan for Sumner Park (COMPLETED).

The council has approved a master plan for Sumner Park. The plan will be reviewed annually by staff and recommendations will be presented to the council for consideration.

31. Pursue KDOT grant for highway project.

Staff has met with representatives from PEC and they have agreed to submit a grant request to KDOT for a project on K-31 that would include the area from Dacotah to just west of Fast Drive. This would be the same funding source as the last project on K-31. This proposal should be submitted by the end of August.

32. Review and codify city code (2006).

Staff has completed a table of contents for a new code book. Staff will now begin working on the text for the book. The goal is to bring one chapter at a time to the council for review beginning in September, 2005.

33. Update comprehensive plan (2006).

No work has been done on this item since the last update. Staff will soon begin working with the Planning and Zoning Commission to update the comprehensive plan once the subdivision regulations have been completed

and a couple of proposed revisions to the zoning code have been addressed.

34. Recycling program (2006).

No work has been done on this item since the last update. Staff will begin researching the equipment, manpower, space, and/or contract requirements for starting a recycling program in the City.

35. Composting program (2006).

No work has been done on this item since the last update. Staff will begin researching the equipment, manpower, and space requirements for starting a composting program in the City.

36. Paint front of downtown buildings.

The Economic Development Committee has been discussing this item. I will be working with them and bringing recommendations back to the City Council for action on ways to address this issue.